

STATE OF CALIFORNIA
DEPARTMENT OF FINANCIAL INSTITUTIONS
INSTRUCTIONS FOR FORM 2112

I. General

Form 2112 is used in cases where a licensee under Chapter 14 (commencing with Section 1800) of Division 1 of the Financial Code ("applicant") applies for authority to establish a branch office of the applicant, at which the applicant will directly receive money for transmission to a foreign country, pursuant to Chapter 14 (commencing with Section 1800) of Division 1 of the Financial Code.

The application must be accompanied by a nonrefundable filing fee in accordance with Financial Code Section 1801.

II. Contents

The information should include, in addition to the information called for on the facing page, the following information and documents, which should be attached to the facing page:

A. Information Regarding Operations

1. If the proposed branch will receive money for transmission to countries not currently serviced by applicant, list such countries to which applicant proposes to transmit funds. The list should include the following data:
 - (a) The legal requirements applicant must satisfy in each such country in order to transmit funds to that country;
 - (b) Such countries where applicant has already satisfied the legal requirements; and,
 - (c) Actions being taken to satisfy, and the anticipated date applicant will satisfy, the legal requirements for such remaining countries.
2. Describe in detail the proposed mode of operation for conducting the transmission business at the proposed branch.
3. Describe the manner in which and the extent to which the applicant plans to direct and supervise the proposed branch.
4. Describe the manner in which, the extent to which, and the frequency with which, the applicant proposes to audit and review the operations of the proposed branch.

5. (a) In case the proposed manager of the branch has been selected, provide with respect to the proposed manager, the name, title and proposed salary.

Also, provide a statement dated as of a date within 90 days before the filing date of the application and signed by the proposed manager, stating:

- (i) Prior experience in the business of receiving money for transmission to a foreign country; and,
 - (ii) Whether or not the proposed manager has ever been discharged or requested to resign from any position, and if so, an account of the circumstances.
- (b) In case the proposed manager of the proposed branch has not been selected, describe how the applicant will provide the proposed manager.
6. State the total number of officers and employees proposed to be employed at the proposed branch upon commencement of business and at the end of each of the first two years of business of the proposed branch.
7. Provide a copy of every receipt form to be used at the proposed branch for money received for transmission.
8. Indicate the expected principal language which will be used at the proposed branch to advertise, solicit, or negotiate, either orally or in writing, and the reason(s) for such expectation.

Describe the manner in which the applicant will monitor the proposed branch's operations to determine the principal language used at the proposed branch to advertise, solicit, or negotiate, either orally or in writing.

B. Additional Information

The Commissioner reserves the right to request such additional information as the Commissioner deems necessary in connection with the application.

CLICK HERE FOR A COPY OF [CHAPTER 14 OF DIVISION 1 OF THE FINANCIAL CODE](#).